



Title: IX, Foundation Financial Information System (FFIS) Manual

Chapter: All Chapters

Bulletin: FFIS 04-02, Intragovernmental Payment and Collection System (IPAC), Project Cost Accounting System (PCAS) Usage Policy and Standards

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To: FFIS Agencies Using Project Cost Accounting System (PCAS)

This bulletin establishes departmental policy for USDA agencies collecting payments through Intragovernmental Payment and Collection System (IPAC) when using the Project Cost Accounting System (PCAS). This policy standardizes the business process for USDA agencies.

Customer Agreement Setup Documents

Customer Agreement Setup Documents (RAs) are used to enter customer agreements or reimbursable agreements. RAs generate Project Cost Accounting Billing Documents (BPs) through PCAS, which are used to generate IPAC collections.

Billing Agency Responsibilities in Preparing RAs

- Ensure that the Reimbursable Agreement Number is in the agreement number field.
- For intra-USDA billing transactions, ensure that the paying agency's obligating reference number is entered in the line description field (in almost all cases, this is a Miscellaneous Order (MO or M1) or Requisition (RQ) document). **Note:** Failure to enter the information correctly could result in an IPAC collection being charged back/reversed by the paying agency. The obligating reference number of the paying agency is stored in FFIS and viewable in the Receivable Line Inquiry Table (ARLT) description field.
- For non-USDA agency billing transactions, request from the paying agency the exact reference information needed to appear on their IPAC bill and ensure this information is entered in the line description field. Failure to enter the information correctly could result in an IPAC collection being charged back/reversed by the paying agency.
- Do not use dashes or spaces when entering a USDA paying agency's obligating reference number in the line description field (i.e., MO12345678).
- If additional space is needed to input necessary information for the paying agency, the Functional Administrator can set the parameters in the FFIS-GOALS interface to

ensure that BPs created by PCAS are automatically written to SUSF in a HELD status. This allows users to enter information in the Accounts Receivable Text Data Entry Table (ARTX) for each specific BP document number. Once data is entered in ARTX, the BP may be released, and the IPAC collection record created for the BP will obtain the required data from ARTX. Information such as point of contact name, point of contact phone number, customer obligating document number or other customer accounting data, descriptive text detailing the service or goods provided, and any agreement numbers may be entered here.

- After all required fields are entered in ARTX, the BP should be released to obtain Accepted status. The data in ARTX, in addition to the data on the line description field, flows through to multiple fields in the resulting IPAC bill. The sole purpose of the ARTX table is to provide a means to place sufficient customer accounting information on the IPAC bill.

Completing ARTX

ARTX is used to record custom text that provides paying agencies with information necessary to identify and process IPAC transactions. Completion of required fields in ARTX include a point of contact name and telephone number, customer obligating document number or other customer accounting data, descriptive text detailing the service or goods provided, and any agreement numbers.

To add a record to ARTX, complete the fields as follows:

ACTION: S		TABLEID: ARTX	USERID: NFxx
ACCOUNTS RECEIVABLE TEXT DATA ENTRY TABLE			
KEY IS TEXT INDICATOR, BD ID, LINE, TEXT LINE			
TEXT INDICATOR:	BD ID:	LINE:	
			TEXT LINE

01-			
02-			
03-			
04-			
05-			
06-			
07-			
08-			
09-			
10-			

Action *Required, alpha, 1 position*
Type **A**.

TableID *No-entry*
Displays **ARTX**.

UserID	<i>No-entry</i> Displays the user ID.
Text Indicator	<i>Required, alpha, 1 position</i> Type B to indicate an IPAC bill.
BD ID	<i>Required, alphanumeric, 13 positions</i> Type the billing document transaction code BP and document number for which the text is associated.
Line	<i>Required, numeric, 3 positions</i> Type 000 .
Text	<i>Required, alphanumeric, 70 positions max.</i> Type a point of contact name and telephone number, customer obligating document number or other customer accounting data, descriptive text detailing the service or goods provided, and any agreement numbers.
Text Line	<i>Required, numeric, 4 positions</i> Type the number of each line of text. For the first line of text, type 0001 . Continue sequential numbering after each additional line of text (e.g., 0002 , 0003 , etc.).

After typing the data, press **[Enter]**. The message *All Lines Added* is displayed at the bottom of the screen to indicate that the record has been added; if the record contains errors, error messages are displayed at the bottom of the screen. If the errors cannot be corrected, contact the Customer Relations Section for assistance by telephone at **504-426-5471** or by e-mail at customer.relations@usda.gov.

For all other IPAC processing-related questions, contact the IPAC Processing Section at **504-426-5094** or ippt@usda.gov. Refer questions about the distribution of this bulletin to the Quality Assurance Branch at **504-426-5471** or nfc.pvct@usda.gov.



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